



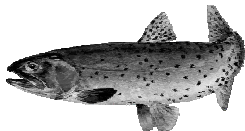
**Department of Fish and Game
Invites you to take the
Open Statewide Examination for
OIL SPILL PREVENTION SPECIALIST
Final Filing Date: November 30, 2009**
(Application must be postmarked by this date)



Why not work to benefit California's environment?

Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.



About the State Examination & Hiring Process:

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/jobs>.

How to Apply for this Examination

Filing Instructions:

All applicants must complete and return the entire examination package which includes:

1. **[The State Examination Application \(Form 678\)](#).**

You may obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish & Game, or you can download a Form 678 from the web at <http://jobs.ca.gov/OEC/jobs/stateapp.aspx>.

2. **[The Supplemental Application Questionnaire Package](#).**

You may download the Supplemental Application Questionnaire Package from the web at <http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=16166>

The State Examination Application (Form 678) and Supplemental Application Questionnaire Package **both** must be POSTMARKED by the U.S. Postal Service no later than the final filing date of November 30, 2009. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or mailed to:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

Applicants who do not complete both the State Examination Application (Form 678) and the Supplemental Application Questionnaire Package will be **rejected** from the examination.

Accommodations for Persons with Disabilities:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

Position Information

Position Description: This is the advanced journey level in the series. The Specialist serves as a departmental technical expert on the more difficult and complex issues related to oil spill prevention and response activities. The Specialist, will respond to oil spills and provide technical expertise to Wardens and the Incident Commander; investigate tanker groundings; serve as an expert witness; assist in the development of new programs; review, evaluate and approve vessel and marine facility oil spill contingency plans, blanket and exemption requests; participate in and critique drills which test effectiveness of contingency plans, cleanup operations and equipment used; communicate with vessel owners, agents and marine facilities; interact with major oil and oil shipping companies, Coast Guard, other governmental entities and agencies; interpret guidelines and regulations; comment on proposed regulations; review Environmental Impact Reports (EIR) and submit recommendations; prepare the more difficult correspondence and reports; attend committee meetings and give the Department's position on issues; provide guidance for preparing the area plans; analyze coastal protection measures; facilitate the implementation of new Vessel Traffic Service (VTS) systems; respond to pilotage, tug escort, pipeline, marine fire fighting and salvage issues; review the daily log of vessel traffic through the Marine Exchange; analyze and consider the feasibility of requiring new technologies to aid prevention, response, containment and cleanup.

Salary Range: \$4,737 – 5,710

Requirements for Admittance to the Examination

Minimum Qualifications for Admittance: *Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates' possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.*

EITHER I: Two years of experience in California State service performing the duties of a class with a level of responsibility equivalent to an Oil Spill Prevention Assistant.

OR II: Five years of progressively responsible experience in marine pollution research or in the development of marine environmental programs involving contact with governmental agencies and/or marine environmental groups. At least four years of which shall have included experience involving any type of petroleum transportation activity, such as marine terminal operations, vessel shiphandling, marine engineering, marine safety, marine surveying, marine fire fighting and salvage, marine pollution and response, shipboard systems and/or related fields.

Special Personal Characteristics: Keenness of observation; demonstrated ability to act independently; flexibility and tact; willingness to travel and do field work on short notice; willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours; willingness to wear a prescribed uniform, necessary safety equipment and work clothing.

Make Sure You Also Meet These Conditions: All applicants must meet the education and/or experience requirements for this examination by **November 30, 2009**, the final filing date.

Applications require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications received without this information MAY BE REJECTED because of incomplete information.

Examination Information

Type of Examination:

This examination consists of a **Supplemental Application Questionnaire weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of 70.00%. **COMPETITORS WHO DO NOT COMPLETE THE ENTIRE SUPPLEMENTAL APPLICATION QUESTIONNAIRE PACKAGE WILL BE REJECTED.**

Scope of Examination:

- A. Knowledge of:
1. State and Federal regulations relating to oil spill prevention and response.
 2. State and Federal petroleum pipeline regulations.
 3. Harbor Safety Committee and its role in navigation safety.
 4. Incident Command System (ICS) process and structure for effective spill response.
 5. Oil spill contingency plan components of tank vessel, non-tank vessel, and marine facilities.
 6. Marine oil spill pollution prevention, methodologies, and response equipment.
 7. Marine oil spill drills, exercise design, and evaluation.
 8. Safe work practices associated with hazardous conditions and identification of confined spaces.
 9. Investigative procedures to determine immediate and root cause of incident.
 10. Oil transfer operations among vessels, marine facilities, pipelines, mobile transfer units (MTU), including bunkering and lightering.
 11. Marine engineering including systems of propulsion, generators, steering, electrical, and ground tackle equipment.
 12. Principles of shiphandling and maneuvering.
 13. Pilotage and bridge team management procedures.
 14. Vessel traffic service system operation.
 15. Tug escort capabilities and regulations.
 16. Ship stability and ship cargo calculations.
 17. Marine terminal and shipboard operations.
 18. Handling various grades of petroleum products, principals and practices of spill prevention and clean up of oil spills and spills of hazardous cargo.
 19. Computers and office applications such as, but not limited to Word, Excel, and Access in order to write reports, correspondence, and update databases.
- B. Ability to:
1. Review and evaluate program processes, procedures, and develop recommendations for improvements and/or applicable regulations.
 2. Determine the cause of oil spills and provide initial incident reports including cause of spill, quantity of oil spilled, and quantity of oil remaining on the vessel.
 3. Serve as an expert witness regarding incidents as required.
 4. Respond to field questions regarding oil spills including root cause, contributing causes and quantification of oil spill.
 5. Communicate effectively both orally and in writing.
 6. Meet assigned work deadlines.
 7. Prepare clear, concise, complete, and technically accurate reports.
 8. Establish and maintain cooperative working relationships with commercial industry, governmental agencies, and non governmental agencies.
 9. Work effectively and efficiently with others towards a common goal.
 10. Work independently.
 11. Operate computers to write correspondence, reports, and updated databases.

Veterans Preference:

Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE CREDITS.**

Length of List Eligibility:

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Questions?

If you have any questions concerning the Oil Spill Prevention Specialist examination or the testing process, you may contact Cynthia Keisler, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120 or visit the Department of Fish and Game website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you have not received any notifications

For Examinations without a Written Feature: If you have not received your results within eight (8) weeks after the cut-off date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you are not assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veteran's preference points are on the Veterans Preference Application form (Form 1093) which is available from the Department of Fish & Game, State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Miscellaneous Information

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and/or accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish & Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.